

**Attendance/Punctuality Policy**

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| **This policy applies to :** | All students |
| **Author/Department:** | Assistant Principal – Student Services  |
| **Area/Person responsible:** | Assistant Principal – Student Services |
| **Date approved:** | September 2015 |
| **Related Documents/ Policies:** |  |
| **Date of Next Review:** | September 2016 |

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| --- | --- |
| **Date of most recent review:** |  |
| **Changes made:** |  |

**Equality Impact Assessment**

An Impact Assessment should be carried out if any if the following apply to the policy. If it:

* affects primary or high level functions of the College; or
* is relevant to the promotion of equality; or
* is one which has particular relevance to an equality group protected under the Equality Act 2010

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| --- | --- | --- | --- | --- |
| **Does an Impact Assessment need to be completed:** | **Yes** | X | **No** |  |
| **If not, please provide a reason:**  |  |
| **Impact Assessment Reference/Location:** |  |

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| --- | --- | --- | --- | --- |
| **Initial Impact Assessment Completed**  |  |  | **Date** |  |

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| --- | --- | --- | --- | --- |
| **Review of Policy** |  |  | **Date** |  |

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# Introduction

* 1. The College recognises that regular, punctual attendance is directly related to achievement, success and establishes regular habits of dependability vital for the future prospects of all learners. Ashton Sixth Form College expects all students to aim for 100% attendance. Failure to adhere to this can have a detrimental effect on individuals’ achievement and disrupts the learning of others.

# General Policy Statement

## Aim

The aim of this policy is to assist all students to take responsibility for their full and prompt attendance at college, which will enhance their learning experience, develop their personal skills and promote high achievement, retention and successful progression into continued study or employment.

Specifically, the College aims to:

* Promote excellent student attendance and punctuality.
* Support students who are experiencing genuine difficulties in attending college.
* Publish and implement strategies to raise overall attendance and punctuality which are understood by all students, staff and parents/carers (see Attendance Counts Strategy Appendix 1).

 The College will do this by:

* Monitoring student attendance and punctuality for all scheduled sessions.
* Discouraging students from taking unauthorised absence at any time, making clear to students and parents/carers the implications of doing so.
* Ensuring that there are effective procedures in place to deal with unauthorised or prolonged absence and poor punctuality.
* Identifying ‘at risk’ students quickly and taking appropriate action.
* Emphasising to students that good attendance and punctuality is an important part of the College’s BFL strategy, as well as a courtesy to fellow students and staff and that poor punctuality can affect the quality of learning of others.

## Policy Details

Student responsibilities

* To attend all scheduled sessions (including lessons, tutorials, progress hour, one to one tutorials, subject one to ones, additional subject specific sessions, supervised study sessions, meetings, trips, sports fixtures, rehearsals, performances, intervention/mentoring sessions etc.)
* To be in class on time, prepared for academic work.
* To request any missed work/assignments due to an absence and to complete all missed class work and homework.
* To ensure that your parent/carer informs the College of your absence on the same day.

Parent/Carer:

* To ensure the student attends college and all of their scheduled sessions.
* To recognise that any absence, regardless of cause, has a detrimental effect on student achievement.
* To inform the College on the day of the absence (Tel. 0161 330 2330) in the event of a student being unable to attend, stating the reason and the likely duration.
* To work cooperatively with the College and the student to solve any attendance problems that may arise.
* To submit in writing (in addition to the phone call) the reason for the absence to the Student Service reception team.

College:

Regular college absences/lateness will have a detrimental effect on the student’s learning and will result in one or all of the following:

* The College will contact the parents/carers of all students whose attendance or punctuality is causing concern.
* The College aims to contact the parents/carers of all students who are absent without prior notification, to inform them of the absence (this may be via a text message where available).
* Students whose attendance or punctuality is causing concern will be set clear and appropriate targets for improvement and will be supported to achieve these targets. This is likely to be via their Senior Tutor and Senior Tutor Assistant.
* The College will continue to be sympathetic in the case of unavoidable absence and in these cases, is committed to offering support to these students.

## Holidays in Term Time

* Taking a holiday during college term time will have a serious impact on learning and **is likely to reduce the grades that a student achieves, hence affecting their entire career.** TheCollege discourages taking time away from study for holidays during term time. In the event you choose to do this, a holiday form must be completed and signed by all academic teaching staff affected, parents/carers as well as the student’s Senior Tutor.

## Medical Appointments

* Any medical appointment must be backed up with an official appointment card/letter/E-mail if it is to be authorised EG. Hospital appointments, Orthodontist, Emergency GP appointments

## Authorised Absences

* The College reserves the right to ask for confirmation of the reason for any absence. Clarification with regards to the authorisation of absence may be sought by the Bursary Officer/Student Services Team/Senior Tutors, where necessary in consultation with the Assistant Principal Student Services.

The following reasons may be counted as authorised absence:

* Care of a family member for whom the student has caring responsibilities.
* Religious holiday.
* University visit.
* Occasional extra-curricular activity if notified in advance.
* Driving Test (official letter to be presented)
* Attendance at funerals.

## Unauthorised Absences

* There are circumstances when the college will not be in a position to authorise absences. These unauthorised absences will have an impact on the students overall actual attendance and on bursary payments.
* The following reasons may be counted as an unauthorised absence:
	+ - Driving lessons
		- Babysitting / looking after younger siblings
		- Part time jobs and training
		- Routine GP and Dental appointments